



IDAHO STATE DEPARTMENT OF EDUCATION
TEACHER CERTIFICATION
P.O. BOX 83720
BOISE, ID 83720-0027
(208) 332-6880

MR. TOMAS LUNA
STATE SUPERINTENDENT
PUBLIC INSTRUCTION

INSTRUCTIONS FOR CREDENTIAL RENEWAL: Please note that in addition to the recent credit requirement, educators working in Idaho schools at renewal time **may** need to meet the following requirements to renew their credentials:

Idaho Technology Competency: Anyone **working under contract in an Idaho school** must pass an Idaho educator technology assessment before a renewed credential can be issued. This requirement may be met by the Educator Technology Assessment (a written test on computer skills), the Idaho Technology Portfolio Assessment, **or** the Idaho Technology Performance Assessment. These technology assessments are offered through the College of Education at Idaho universities, and the type of assessment offered will vary depending on the university. Please see the following website: <http://education.boisestate.edu/eta/> for more information.

Please note: The technology requirement is checked at renewal time only; if the applicant is **not** working in an Idaho school at this time, but is employed by an Idaho school at the time of the next renewal, this requirement will need to be completed of prior to the next credential renewal.

Idaho Comprehensive Literacy Course (ICLC): If the applicant will be teaching elementary (**multi-subject classroom**, grades K-8), reading/writing/language arts (K-8), special education (K-12), Title I (K-12), ESL (K-12) or English (K-8) **in an Idaho public school**, the completion of the Idaho Comprehensive Literacy Course (ICLC) **or** passage of the Idaho Comprehensive Literacy Assessment (ICLA) is required to renew. Also, Idaho public school administrator who directly supervises any teacher in the categories listed above, need to complete the ICLC (or ICLA) to renew. Please contact the College of Education at the nearest Idaho university for details on the ICLC or ICLA. **Please note: The ICLC requirement is checked at renewal time only;** if the applicant is not working in an Idaho public school at this time in one of the areas listed above, but is employed in one of those areas by an Idaho public school at the time of the next renewal, the applicant will need to take care of this requirement before the next credential renewal.

To renew an Idaho credential, please send the following materials **together in one packet**.
If materials are sent separately, it may delay application processing:

- _____ A completed **application form B1-R** for renewal of your Idaho credential.
 - _____ Payment of **\$75** (check or money order payable to the State Department of Education). This is a **non-refundable** processing fee.
 - _____ **Transcripts** verifying a total of at least six semester (nine quarter) credits **completed** during the five (5) year validity period of your credential. PHOTOCOPIED TRANSCRIPTS, FAXES, INTERNET PRINTOUTS, AND GRADE REPORTS **WILL NOT BE ACCEPTED**. Transcripts **do not** have to be sealed in an envelope (even if it reads "unofficial if opened"), but **must** be distinguishable from a photocopy. The certification office will accept any transcript containing colored ink or a raised seal, or any transcript printed on security paper.
- Classes in **any** subject area, taken at freshman level (100 level) or above from a properly accredited institution for **semester or quarter credit hours** will be accepted. To be properly accredited, an institution must be accredited by an agency recognized by the American Council on Education (ACE).
- Up to three of the six credits may be earned through professional development activities that do not earn university credit. The professional development activities **must** be approved on an inservice form signed by an Idaho school administrator. This form (**B7**) is found under "Certification Forms" on our website, <http://www.sde.idaho.gov/certification>. Fifteen clock hours of district-approved inservice equals one renewal credit. Completed inservice forms should be sent in with the renewal application.

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Please note: District-approved inservice credit **CANNOT BE USED** to satisfy a recent credit deficiency if the applicant has an Idaho out-of-state endorsement credential or Idaho Interim Certificate and is applying for a clear Idaho credential.

Idaho Technology Competency (for Idaho educators **only**) – An original certificate of completion, a notarized copy of the certificate, or an official letter of completion from a State Board of Education-approved provider of an Idaho technology competency assessment. **The Idaho technology competency is required for renewal *only* if the applicant is working in an Idaho K-12 school at renewal time.**

Please note: If the applicant has completed one of the Idaho technology competency assessments in the past, the certification office may already have verification on file. If verification is on file, the applicant does not need to send proof that the requirement is met. However, approximately three years ago the providers stopped sending results to the certification office, so written verification of completion of this requirement may need to be received. **The certification office will inform the applicant within a few days of receiving the application if written verification of completion of the Idaho technology competency requirement is needed.**

Idaho Comprehensive Literacy Course (for certain Idaho educators **only**; see list on other side of this page) – A transcript verifying completion of the three strands of the ICLC **or** written verification from a provider of completion of the ICLC **or** written verification of passage of the Idaho Comprehensive Literacy Assessment (ICLA). **The ICLC is required for renewal *only* if the applicant is working in an Idaho K-12 public school and *only* if the applicant is working in one of the areas listed on the other side of this page.**

Please note: If the applicant has completed the ICLC in the past, the certification office may already have verification on file. If verification is on file, it is not necessary to send proof the applicant has met this requirement. **The certification office will inform the applicant within a few days of receiving the application if written verification of completion of the ICLC is needed.**

If revisions (additional endorsements and/or certificates) are requested at the time of the renewal, official transcripts and any other additional documents supporting the revision will be needed. **There is no additional fee for revisions requested at the time of renewal.**

***If summer coursework is taken to complete renewal requirements**, transcripts may not be posted at some universities until after September 1st. Therefore, the applicant may want to send the application, fee and a note stating that the transcript(s) will be arriving after September 1st. The certification office will then hold your application for the summer coursework. The renewal of a certificate cannot be completed until all materials have been received.

All coursework for renewal must be completed before September 1st of the expiring year. If the transcript is received after September 1st and it is not clear on the transcript that the credit was completed by September 1st (for example, if the class is posted as “fall semester”), the certification office will need written verification from the university (the teacher or the Registrar) that the class was completed before September 1st of the expiring year.